

# Memorandum

TO : CIA

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DATE: April 8, 1963

FROM : O/FSI - Ann M. Cunneen, Assistant Chairman

SUBJECT: Speaking Engagement  
M-410 Administrative Operations Course  
Room 1102, Foreign Service Institute  
Arlington Towers, SA-3

The Administrative Operations Course (M-410) was inaugurated in 1955 at the Foreign Service Institute. This eight-week course, offered twice a year, is available to intermediate grade Foreign Service Officers, FSO-4 - 7, Foreign Service Reserve Officers of the equivalent grade and Foreign Service Staff employees, FSS-6 and above. The present class includes:

- 12 Newly recruited employees, (10 FSR's and 2 FSS's).
- 2 Foreign Service Officers.
- 6 Foreign Service Staff Personnel grades FSS-6 and above with Foreign Service experience in one or more areas of administration.

Assignments to the class are made by the Office of Personnel. Factors considering assignment to this course include past experience, potential administrative aptitude, prospective assignment in the administrative area and availability timing.

Students are expected to enter into class discussions, posing questions to speakers and offering comments in light of their own experiences. Active participation provides benefit to both students and visiting speakers. The twelve newly recruited employees who lack Foreign Service experience may be limited in their oral participation.

Although some discussions must necessarily be devoted primarily to the Washington level of operation, speakers are reminded that the officers attending this course will be proceeding abroad to the position of administrative officer or other position of responsibility in the administrative function at a Foreign Service post. Speakers are encouraged to take this opportunity to explain how field personnel can better assist them in their particular areas of responsibility, thus promoting a stronger and more efficient administrative operation within the Department and Foreign Service. Since the graduate of this class will be the individual most called upon in the field to explain the Department's administrative rules and procedures, speakers are encouraged to provide information to the class which will enable members to understand and fully appreciate the reasoning which affects such policies and concepts.

Previous classes have reported that visual aids used by speakers have been helpful. Handout material is also useful.

Since this course must be programmed weeks in advance, it is inevitable that some of the speakers invited to address this group must cancel their talk owing to circumstances beyond their control. This fact is explained to students. If you are obliged to send another person in your place, please fully brief the individual on the topics to be covered. The Course Chairman would appreciate being informed in advance whenever a substitution is contemplated.

The Foreign Service Institute continually strives to improve the courses offered in its curriculum. The Course Chairman appreciates the extra effort and time spent by speakers in preparation of their presentations, and welcomes any suggestions from them for further improvement in the course program.

Your attention is called again to the fact that this class is meeting in Room 1102, Foreign Service Institute, ARLINGTON TOWERS, SA-3.